



**TECHNICAL REPORT ON STUDENT INDUSTRIAL WORK
EXPERIENCE SCHEME (SIWES)**

HELD AT

**AGRIC DEPOT LIONS STONE
BESIDE EIYENKORIN MARKET, ILORIN KWARA STATE NIG.**

BY

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DEDICATION

This report is dedicated to Almighty God for His divine mercy on me and my family who has given me the strength, wisdom, knowledge and understanding in working toward my success.

ACKNOWLEDGEMENT

To God who owns life, I wish to express my sincere appreciation and gratitude for seeing me throughout my duration in Kwara State Polytechnic and for making my vision come to reality, also for His Goodness, Mercy, Provision and Grace upon my life.

My profound gratitude goes to my sincere appreciation goes to My family may God be with you.

Finally, my sincere gratitude also goes to my lovely friend both within and outside the institution,

ABSTRACT

This report gives a good account of the training and experience which exposed student during the student industrial work experience (SIWES) at **AGRIC DEPOT LIONS STONE.**

CHAPTER ONE

1.1 INTRODUCTION

This program called (SIWES) student industrial work experience scheme is compulsory to all ND1 student who practicable course. It enables student to have the experience of the aspect which have been taught in school. It is a program that takes up to three month in which student are expected to be able practices what they are taught.

1.2 AIMS AND OBJECTIVES OF SIWES

The student industrial work experience scheme (SIWES) can be define as a technical skills and acquisition of knowledge from the organization, industrial sector. It is also serving as the complement the learning which student have acquired in the classroom or theoretically.

The objective of the student industrial work experience scheme is as follow

- It enables the student to practically different test from what they learnt theoretically in the classroom.
- It also enlighten student to various s division of industrial or organization of work in which the course of study can be radicalized.
- It relate the student to the labor market and how it being operated.
- To enable student to defend his or her self in anywhere he or she found itself.

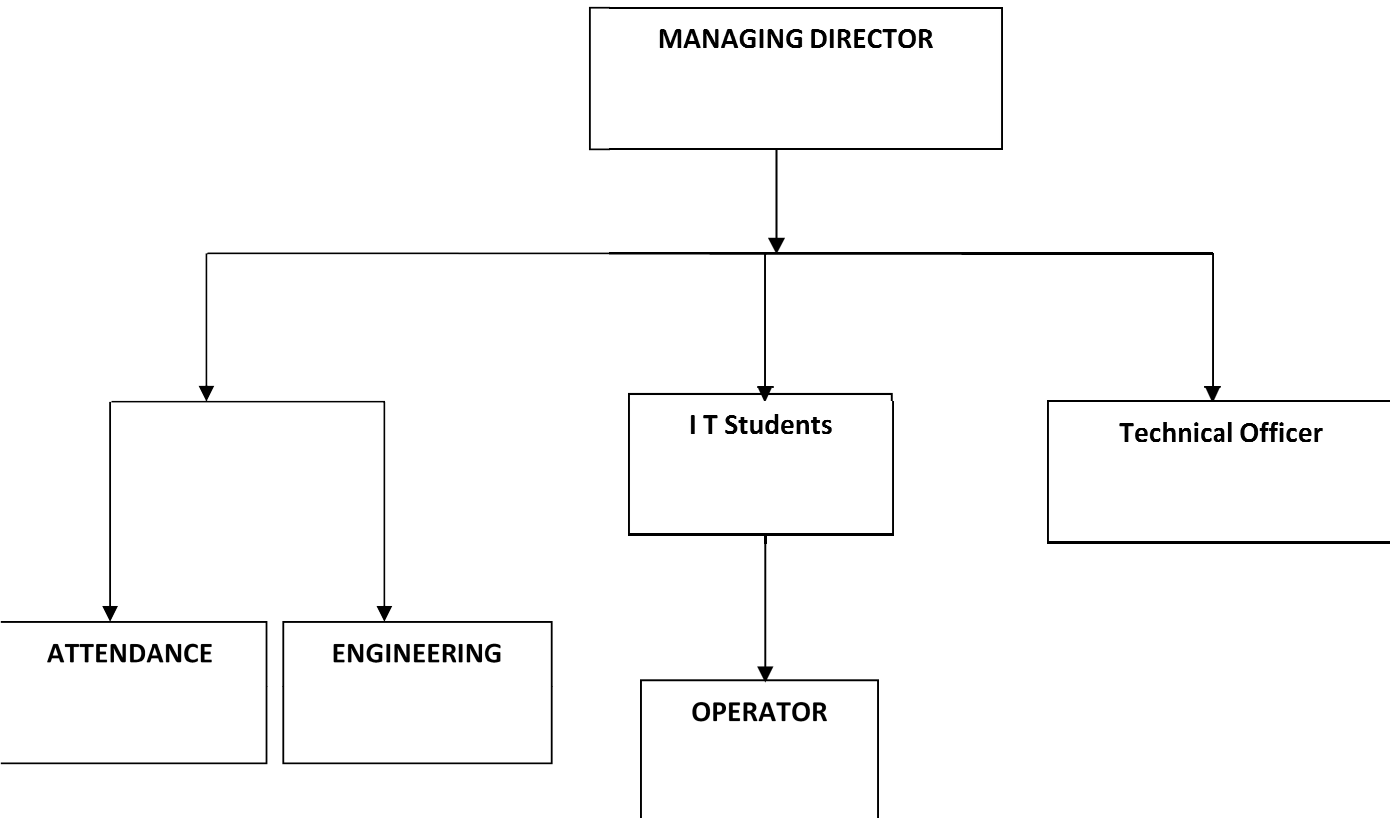
1.3 HISTORICAL BACKGROUND OF THE ORGANIZATION

The name of the organization is AGRIC DEPOT LIONS STONE at Eiyenkorin market, Ilorin, Kwara State.

It was created in 2000 and was directed by Mr. Hassan Abdulwahab. The aims and objective of the organization is to train both SIWES and its

student and also individual in networking in order for them to know much or deep about and they have taught in their various institutions.

1.4 ORGANIZATION CHART



1.5 MAJORACTIVITIES OF THE ORGANIZATION

The major activity of the organization is operating of is buying and selling of fabrics in bulk from both outside and inside the Word and also students teaches about computers in general. The organization also accommodate SIWES student.

Other activities performed by the organization are:

1. The organization based on buying and packaging of cord lace, senator material and others
2. The organization also based on training student in practical aspect.
3. The organization also goes about making and training retailers and road side trader to become better.

CHAPTER TWO

2.1 SECTION/UNITS OF THE ORGANIZATION AND THEIR SPECIFIC FUNCTION

Trainee is applicable to all various section in the organization such as secretary of department , the packing unit, and the bulk room sides where every single bought goods is been placed order

2.2 STUDENTS INVOLVEMENT AT VARIOUS SECTION/UNIT

Student performed well in the section which he found himself in such as placement unit, packaging unit marketing unit computer peripherals.

2.3 INTERPERSONAL RELATIONSHIPS WITH THE ORGANIZATION

Pertaining to interpersonal relation there was cordial and sustained relationship among the staff, manager and the SIWES students.

CHAPTER THREE

Activities during the programs as follows:

As a Business administrative student observing my SIWES in this organization, here are some typical expectations of me and to engage in various activities that align with my educational training and the goals of the organization. The key activities include:

1. **Planning:** Assisting in formulating strategic plans and setting objectives for projects or departmental initiatives.
2. **Organization:** Helping to structure teams and resources effectively to ensure smooth operations.
3. **Direction and Leadership:** Actively participating in team meetings, providing input for decision-making, and possibly leading small groups or projects.
4. **Control and Evaluation:** Monitoring progress towards goals, analyzing data to assess performance, and helping to implement corrective measures if necessary.
5. **Operations and Logistics:** Engaging in day-to-day management tasks that support efficient operational flow, including inventory management and supply chain coordination.
6. **Sales and Marketing Support:** Assisting in marketing campaigns, conducting market research, and supporting sales efforts through analysis and outreach.
7. **Customer Service:** Engaging with customers directly or indirectly to improve service delivery and collect feedback.
8. **Budgeting and Financial Analysis:** Participating in budget preparation and spending analysis to support financial planning.

INTERNAL APPRAISAL

The internal appraisal, sometimes, called a position audit is essentially a survey of the organization current state. The resources it possesses, its performance. The appraise may cover every functional area of the business marketing and distributing production and purchasing, research and development, personnel, finance listing against the standards that might be expected or set.

As a preliminary to or even as a substitute for, a more exhaustive survey, the identification of key success function may be fruitful.

EXTERNAL APPRAISAL

The external appraised or environmental analysis consists of a systematic survey of the relevant areas and factors of the environment such as the structure and the demand and technological characteristics of the industry, government influence and any social pressure. The aim of this appraisal part of the environmental monitoring process.

The appraisal should reveal on competitors and markets may be gathered from a diversity of sources published company report, statistics and report, sales representatives, research and development staff etc.

FORECAST OF FUTURE PERFORMANCE

Given the information emerging from internal and external appraisal, the organization now prepare forecast of future performance based on a passive forward project on as a reference projection and agent as the forecast over the planning time horizon. This will give a set of corporate performance measures return on capital, market share, productivity etc. which can be directly compared with those desired

from the strategic objective mission. Inevitably, there will be a difference between the two sets of figures, the so called performance gap, the analysis of which represents the next stage in the process.

PERFORMANCE GAP ANALYSIS

Given the existing of a performance gap, beyond a level of tolerance, the organization must ask itself what strategies it can adopt to reduce the gap to acceptable proportions. Thus, the gap analysis is a stimulus to strategy identification.

The analysis commonly and often asks the question should we change out strategic objective? Are we in the right business?

IDENTIFICATION AND EVALUATION OF POSSIBLE STRATEGIES

Other technique for strategy identification exists and they are namely:- the analysis of strength and weakness, threat and opportunities, performance gap analysis. The first pair of analysis is sometimes referred to as swot analysis which generates strategies and produced an essential checklist against which they must be tested. In other words we might ask such question as: does the proposed strategy create the right conditions for the explanation of current or future opportunities? Does it help the organization cope with severe threats it faces now or may meet later?

STRATEGY PROFILE

A closely related approach is that of strategy profile which consist of a systematic review of the organization's present strategy and the consequently search for new strategies. A useful outline of this method is given in the identification and analysis of a company strategic profile:

1. Identify and measure dominant product/market concentrations. It comprises of analysis of sales by customer classification, by major product group, channel distribution, price/quality category, and by geographical distribution respectively
2. Identify and measure unit/or activities receiving the greatest development of company resources in terms of their asset and discretionary allocation and the cash flows they produce.
3. Identify and measure major competitive advantages by compassions with major competitive expressed as market share, product price, and quality product customers acceptance, profit margin, plan capabilities and managerial capabilities respectively.
4. Identify financial strategies in terms of: debt/equity ratio, current asset and liability ratios, dividend distribution and cash petition.
5. Determine personal strategies in terms of attitude towards risk, their time horizons, whether they are entrepreneurial, possess functional orientations, behave in consensus.
6. Determine analytical profit of strategies with respect to timing evaluation and methodology to be used.

Strategies are also determinable through post folio analysis for situation where this is applicable. This is the technique that is most popular for evaluating overall make up of a diversified growth of business unit which involve the use of Boston consulting growth (BCG) or growth share matrix.

The revealing variable in this approach is industry growth rate, Market Share, Long-Term industry attractiveness, competitive strengths and the stage of product or markets evaluation/matrix.

PRODUCT/MARKET MATRIX

Critical business policy/strength, decision concerns the matching of the organization's product to market.

STARS

'Stars' are the business with high relative market position in high growth market; they offer both excellent profit and excellent growth opportunity. The business survival depends on the start business. It requires large cash investment to support expansion of production facilities and working capital needs, they often tends to generate, their own large internal cash groups as a result of low cost advantage and also because of the economic cost fail. According to BCG, some starts are virtually self-sustaining in term of cash How and they also make little demanding corporate purse.

QUESTION MARK

Question marks (also known as problem child) are growing rapidly and this consume large amount of cash but because they have low market shares, they do not generate much cash. The result is a large net cash consumption. A question mark the potential to gain market share and become a star and eventually a cash cow when the market slow. If the question mark does not succeed in becoming the market leader, then after perhaps year of cash consumption it will degenerate into a dog when market growth decline.

CASH COWS

Cash Cows are unit with high market share in a slow growing industry.

These units typically generate cash in excess of the amount of cash needed to maintain the business. They are regarded as staid and boring in a “mature” market and every corporation would be thrilled to own as many as possible. They are to be milked continuously with as little investment as possible, since such investment would be wasted in industry with low growth.

DOGS

Dogs or more charitably called ‘**PETS**’ are unit with low market share in mature, slowing growing industry. These units typically “break even” generating barely enough cash to maintain the business’s market share. Though owning a break even unit provide the social benefit of providing jobs and possible synergies that assist other business units, from an accounting point of view, such a unit is worthless, not generating cash for the company. They depress a profitable company’s return on assets ratio used by many investors to judge how well a company is being managed. Dogs, it is thought, should be sold off.

CHOICE OF STRATEGIES

Given that several strategies have been evaluated Top management must choose between them before the final corporate plan can be drafted. Factors influencing this choice will include psychological issues of decision making as person utilities and value, group behaviors, judgmental and analytical approaches.

FINAL CORPORATE PLAN

The ultimate chosen strategy determined the financial corporate plan which is essentially a statement in both quantitative and qualitative

terms as how the organization will meet its strategic objectives. As such the corporate plan will comprise:-

- (a) A general strategy/policy statement for the whole organization.
- (b) Individual plan for the major's functional area—marketing, production, personnel or man-power and for central services functions such as research, development and computing.

Financial statement of profitability, cash flow, balances sheets in Corporate whether appropriate the capital expenditure plan figure.

Each organization will express their plan in whatever format best suit themselves. According to Douglas C, the practitioner should always keep in mind that most golden of all maximum tailor the application to their own organization with its own conditions needs. The strategic planning in an organization could be summarized in the following 5 stages.

1. The allocation of the firm scarce resources such as fund, critical management talents and technological no-how.
2. The assessments of such are current economic conditions and the nature and extent of competition in the industry. The strategic behavior of successful companies deals with the creation of new opportunities through development of superior product system. Through adaption, the company's relation to its environment is improved.
3. Coordinating strategic activities so as to reflects the firms own internal strengths and weakness in order to achieve efficient internal operations integration.
4. Instilling an approach of systematic development of building an organization that is learning from the outcomes of its past strategic

decision so that it can improve its strategic direction concretizing a paradigm that emphasizes ‘the way we do things around here’.

5. A strengthened sense of professionalism with respect to strategic management.

ANALYSIS STRATEGY PLANNING IN THE INDUSTRY

The company has one of its industries located in a good strategic area in for its production. The analysis of strategic planning in this planning in this industry would be conducted by warrants descriptive analysis of SWOT (strength, weakness, opportunity and threats).

INTERNAL ENVIRONMENT

The major strength of the organization drawn from its financial base. The activities are directly supervised by the managing director. Looking at the finance of the company over a period reveals a sound performance plays more emphasis on having adequate amount of working capital for its operation is also instructive. Because of the nature and size of the organization, is structured to enhance the efficiency of its operations staff emphasis is placed on technical ability especially in the productive department. In term of production department of the company is responsible for manufacture of soap and detergent. An observation of the company reveals that the company has the required and necessary machinery and tools for the production which also have modern technology equipped with sophisticated quality control tool which are trained operators. This justifies the high grade product coming from the factory.

CHAPTER FOUR

CHALLENGES OF SIWES TO EDUCATORS, PRACTITIONERS, AND STUDENTS, AS DISCUSSED BELOW:

Digital Environment

Technology effect on management, has created a new digital environment that led to the development of digitization, the conversion of print and other formats to digital form, as an enhanced storage and preservation technique. Digital libraries are one result of these new information acquisition and distribution techniques all information resources are available in computer processable form and the functions of acquisition, storage, preservation, retrieval, access, and display are carried out through the use of digital technology.

The business administrative environment calls for librarian to be managers and organizers of digital content. It requires new management skills and other roles such as content creators, web page planners and designers, and Internet navigators.

New career specializations

The digital environment facilitated by technology created new platforms for professional activities, where librarians can be more proactive than in the analog era. Librarians operating in this information environment may be called Internet librarians, digital librarians, “cybrarians,” these changes are positioning librarians for the global information arena.

Transformation of some specialized subject areas

The statistical analysis of bibliographic information flow has been transformed to webometrics, the analysis of Web content and

information use in the World Wide Web. Bibliometric specialists are challenged to absorb this new concept in citation analysis.

WAYS OF IMPROVING THE PROGRAMME

The study recommends that the Federal Ministry of Science and Technology (FMST), Federal Ministry of Labour and Productivity (FMLP), Education Trust Fund (ETF), and Millennium Development Goals (MDGs) of the Presidency be involved as major Stakeholders that will be saddled with the Responsibility of formulating policies to guide the operation of the Scheme and advice the Federal Government appropriately particularly, on funding the Scheme.

As a result of difficulties experienced during the six months SIWES program, I would like to recommend the following changes: The duration of SIWES should be extended so as to enable students be more experienced. The ITF should make monthly allowance available for students, so as to put an end to financial difficulties that may arise as a result of transport problems. The Institutions and ITF should help students to get a place of attachment so that the program may commence as planned.

CHAPTER FIVE

CONCLUSION

During the course of the four months' period of SIWES (Student Industrial Work Experience Scheme). I have acquired technical skills and have had the opportunity to experience the application of theoretical knowledge acquired in the classroom to solve real problems. Thus, SIWES has been a success, because I have gained knowledge that ordinarily would not be obtained in the lecture hall.

RECOMMENDATION

As a result of difficulties experienced during the four months SIWES program, I would like to recommend the following changes: The duration of SIWES should be extended so as to enable students be more experienced. The ITF should make monthly allowance available for students, so as to put an end to financial difficulties that may arise as a result of transport problems. The Institutions and ITF should help students to get a place of attachment so that the program may commence as planned.

The following recommendations were based on the findings of the study and as a solution to the identified problems.

PROPER COORDINATION AND SUPERVISION OF THE EXERCISE: The various bodies involved in the management of the SIWES exercise i.e. Industrial Training Fund (ITF), NUC, NBTE and NCCE should come together and fashion out a modality that will

ensure smooth operation of the SIWES exercise. Efforts should be made to ensure that students attached to the organization are properly supervised to ensure that what they are doing is in line with the objectives of the SIWES exercise.

The various bodies involved in the management of the SIWES programme should liaise with the various industries ahead of time so as to minimize or reduce to the barest minimum the high level of refusal to accept students for their industrial training participation.

ISSUING OF LOG BOOKS/IT LETTERS ON TIME: The log books used by the student during the industrial training period and the IT letters should be issued to the students at the end of the first semester exam as against the end of second semester examination as this will afford the students enough time to search for places that are relevant to their field of study.

EMPLOYMENT OF EXPERTS: The various institutions should endeavor to employ experts in the areas of career development to manage the student's industrial placement centers.

CONCLUSION

In conclusion, student industrial work experience scheme program (SIWES) has given the opportunity to have at least some knowledge about my course of study and program has provided me an abridgement of gap.